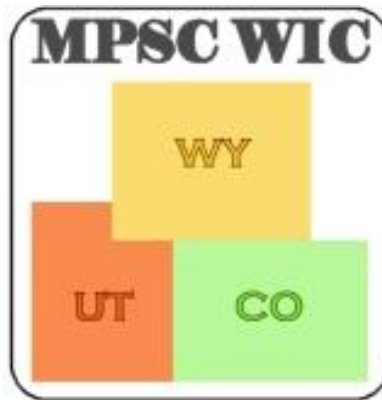

**Mountain Plains States Consortium
WIC System Project**

DDI DELIVERABLE #07

**VM 2 VENDOR MANAGEMENT APPLICATION
SCREENS DFDD**

(DETAILED FUNCTIONAL DESIGN DOCUMENT)

Presented to:



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1 Application

The Application branch node of the Vendor Management navigation tree structure allows the user to enter information pertaining to a vendor's application for participation in the WIC program.

1.1 Application Details

The Application Details screen contains information on the current vendor's authorization dates, contract dates as well as sanctions and violations for the current federal fiscal year. The Application area includes Selection Criteria, Limiting Criteria, Milestones and Status.

> *Application* > *Application Details*

<Vendor Header (See VM overview)>

The screenshot displays the 'Application Details' screen. At the top, there is a header area with 'Application Date' set to '06/15/2007' and a list of 99 items. Below this, there is a section for 'Authorize Vendor' with three date fields: 'Current Authorization Date' (12/05/2007), 'Contract Start Date' (12/05/2007), and 'Contract End Date' (12/05/2010). To the right, there are fields for 'Initial Authorization Date' (12/04/2001), 'Current Federal Fiscal Year', 'Sanctions: 3', and 'Violations: 2'. A 'Get Data' button is located at the bottom right of this section.

Field	Value
Application Date	06/15/2007
Current Authorization Date	12/05/2007
Contract Start Date	12/05/2007
Contract End Date	12/05/2010
Initial Authorization Date	12/04/2001
Current Federal Fiscal Year	
Sanctions	3
Violations	2

Control	Description			
Application Date	This is the record selector for the Application records. It contains the date the application was recorded. The drop-down and spin control allow selection of historical Application records. When the New button is clicked, this date defaults to current date. It can be updated by the user.			
	Type	Record Selector (using Date Picker) Editable		
	Contents	Formatted dates of “mm/dd/yyyy”		
	DB Column	VendorApplication.RecordedDt		
New	Clicking the New command button causes the application process for a vendor to begin.			
	Type	Command Button		
	Hot Key	Alt + N		
Edit	Clicking the Edit command button causes editable fields on the screen to be enabled for update.			
	Type	Command Button		
	Hot Key	Alt + T		
Authorize Vendor	Clicking the Authorize Vendor command button causes the application to run the authorization algorithm to determine if a vendor meets requirements to become an authorized WIC vendor or to be reauthorized as a WIC Vendor. It is only enabled if the current vendor has been successfully saved.			
	Type	Command Button		
	Hot Key	Alt + U		
Current Authorization Date	This date is the date that the vendor is authorized. When authorization is successful, date is set to current date.			
	Type	Date Picker		
	Required	No		
	Display Only	No	Calculated	No
	DB Column	Vendor.AuthorizationDt		
Contract Start Date	This date is the start date of the new contract period for the vendor. On a reauthorization, defaults to the Contract End Date + 1 day.			
	Type	Date Picker		
	Required	Yes, if Contract End Date is present		
	Display Only	No	Calculated	No
	DB Column	Vendor.ContractStartDt		

Control	Description			
Contract End Date	This date is the end date of the new contract period for the vendor. On a reauthorization, this date is set to current Contract End Date + the number of years set in the system parameter.			
	Type	Date Picker		
	Required	Yes, if Contract Start Date is present.		
	Display Only	No	Calculated	No
	DB Column	Vendor.ContractEndDt		
Initial Authorization Date	This is the date that the vendor is initially authorized. When initial authorization is successful, date is set to current date. This date is used on the TIP Report to select the New Vendors for the fiscal year.			
	Type	Date Picker		
	Required	No		
	Display Only	No	Calculated	No
	DB Column	Vendor.InitialAuthorizationDt		
Current Federal Fiscal Year - Sanctions	This is a read-only textbox that displays the total number of sanctions that the selected vendor has in the current federal fiscal year.			
	Type	Text Box		
	Required	NA		
	Length	3		
	Validation	NA		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		
Current Federal Fiscal Year - Violations	This is a read-only textbox that displays the total number of violations that the selected vendor has in the current federal fiscal year.			
	Type	Text Box		
	Required	NA		
	Length	3		
	Validation	NA		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		

Control	Description			
Get Data	Clicking the Get Data command button retrieves both the Violations and Sanctions that the selected vendor has in the current federal fiscal year.			
	Type	Command Button		
	Hot Key	None		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the selection criteria record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	Calculated	No
	DB Column	VendorApplication.ModifyStfpID + VendorApplication.ModifyDt		

Business Rules

1. Contract End Date cannot be before the Contract Start Date. Display error.
2. Contract Start Date cannot be before Current Authorization Date. Display error.
3. The Authorize Vendor command button is only enabled when the current vendor has been saved.
4. Initial Authorization Algorithm:

The Vendor is successfully authorized if the following are all true:

All Milestone Actual Completion Dates are equal to or < current date;

All Selection Criteria indicators are true, there are no Ineligible Reasons, and there is no Ineligible Date; and the Selection Exception Reason <> "Do Not Authorize" OR
the Selection Exception Reason has a value <> "Do Not Authorize."

All Limiting Criteria indicators are set to Pass (selected) or there is an Exception Reason and the Exception Reason <> "Do Not Authorize."

The Vendor Status record is created

Vendor Status Code is set to "Active"

Recorded Date is set to Current Date

Status Change Reason Code is set to "Initial Authorization"

The Vendor record is updated

Business Rules

Contract Start Date is set to current date
Authorization Date is set to current date
Initial Authorization Date is set to current date

Otherwise, the vendor is not authorized.

The Vendor Status record is created

Vendor Status Code is set to "Ineligible"
Recorded Date is set to Current Date
Status Change Reason Code is set to "Authorization Unsuccessful"

5. Reauthorization Algorithm:

The Vendor is successfully reauthorized if the following are all true:

All Milestone Actual Completion Dates for the most recent Application Milestone record are equal to or < current date;

All Selection Criteria indicators for the most recent Selection Criteria record are true, there are no Ineligible Reasons, and there is no Ineligible Date; and the Selection Exception Reason <> "Do Not Authorize"

OR

the Selection Exception Reason has a value <> "Do Not Authorize."

All Limiting Criteria indicators for the most recent Limiting Criteria record are set to Pass (selected) or there is an Exception Reason and the Exception Reason <> "Do Not Authorize."

The Vendor Status record is created

Vendor Status Code is set to "Active"
Recorded Date is set to Current Date
Status Change Reason Code is set to "Reauthorization"

The Vendor record is updated

Contract Start Date is set to current Contract End Date + 1 day
Contract End Date is set to current Contract End Date + <system parameter> years
Vendor Authorization Date is set to current date

Otherwise, the Vendor is not reauthorized.

Business Rules

The Vendor Status record is created

Vendor Status Code is set to "Terminate"

Recorded Date is set to Current Date

Status Change Reason Code is set to "Reauthorization Unsuccessful"

The Vendor Termination record is created

Termination Reason Code is set to "Reauthorization Failed"

6. "Current Federal Fiscal Year - Sanctions" are the total number of Vendor Investigation Records that have a ResultingSanctionCd of Civil Money Penalty (C), Fine (F), or Disqualified (D), have an Investigation Status of Complete, and an Investigation Closed Date within the Current Federal Fiscal Year.
7. "Current Federal Fiscal Year - Violations" are the total number of Vendor Violations (from Routine Monitoring, Feedback and Investigations) that have a Violation Date within the Current Federal Fiscal Year.

Developer Notes

1. When the vendor record is saved the Vendor Header is updated with the Status and the Status Date.
2. When a Vendor Application record is being added for a Vendor for the first time, a Vendor Status record is added with a Vendor Status Code of "Pending Application" and a Status Change Reason Code of "Application Received"
3. When a Vendor Application record is being added for a Vendor that has previously submitted an application and has a Vendor Status Code of "Terminated" or "Ineligible," a Vendor Status record is added with a Vendor Status Code of "Pending Application" and a Status Change Reason Code of "Application Received."

System Parameter	Purpose	Format
Vendor.MaxYearsContractValid	Determines the number of years that a vendor is authorized. Current Federal Regulations is 3 years.	Integer
System.StateFiscalMonthStart	Identifies the first month within the fiscal year (where January = 01, February = 02, etc.).	Integer

1.2 Selection Criteria

The Selection Criteria screen is used to enter, edit, or view information about the selection process for approving a vendor to come on to or remain on the WIC program as an authorized WIC vendor. The Food Waiver link accesses the food waiver pop-up window which lists the food(s) for which the vendor has been given a waiver. The Ineligible Reasons checklist is used to record or view reasons why a vendor was not authorized. The presence of a check in any of the checkboxes in the Ineligible Reasons checklist indicates that the

corresponding statement is considered true. The Ineligible Reasons checklist is state-dependent. The items listed are for illustration purposes only.

The Selection Criteria for Authorization list is state-dependent. The items listed are for illustration purposes only.

> Application > Selection Criteria

<Vendor Header (See VM overview)>

The screenshot displays the 'Selection Criteria for Authorization' interface. At the top, there is a header bar with 'Application Date' set to '06/15/2007', navigation icons, and a '1 of 99' indicator. Below this, the main content area is titled 'Selection Criteria for Authorization'. It features a list of six criteria, all of which are checked: 'Min Quantity Stocking Requirement Met', 'Full Service Grocery Store', 'Currently Qualified for WIC Program', 'Store Clean / Good Physical Condition', 'Shelf Prices Confirmed', and 'Maintains Regular Business Hours'. To the left of this list are two buttons: 'Select All Criteria' and 'Select None'. Below these buttons is a 'Links' section with a dashed border containing a link labeled 'Food Waiver'. To the right of the criteria list is a vertical scrollbar. Below the criteria list, there are three dropdown menus: 'Price Survey Date' (set to '03/22/2007'), 'Selection Criteria' (empty), and 'Exception Reason' (empty). At the bottom left is a 'Comment' text area with a scrollbar. To the right of the comment area is an 'Ineligible Reasons' section with a list of four reasons, all of which are unchecked: 'Not Qualified for WIC', 'Irregular Business Hours', 'Stocking Requirements Not Met', and 'Too Remote'. Below this list is an 'Ineligible Date' dropdown menu set to '03/22/2007'.

Application Date 06/15/2007 1 of 99 New Edit

Selection Criteria for Authorization

Select All Criteria
Select None

Links
[Food Waiver](#)

Price Survey Date 03/22/2007
Selection Criteria
Exception Reason

Comment

Ineligible Reasons

Not Qualified for WIC
Irregular Business Hours
Stocking Requirements Not Met
Too Remote

Ineligible Date 03/22/2007

Control	Description	
Application Date	This is the record selector for the Application records. It contains the recorded date. The drop-down and spin control allow selection of historical Application records. When the New button is clicked, this date defaults to current date. It can be updated by the user.	
	Type	Record Selector (using Date Picker) Editable
	Contents	Formatted dates of "mm/dd/yyyy"
	DB Column	VendorApplication.RecordedDt
New	Clicking the New command button causes the application process for a vendor to begin.	
	Type	Command Button
	Hot Key	Alt + N
Edit	Clicking the Edit button causes fields on the screen to be enabled for update.	
	Type	Command Button
	Hot Key	Alt + T
Select All Criteria	Clicking the Select All Criteria command button causes all tri-state checkboxes in the Criteria for Authorization group box to be selected.	
	Type	Command Button
	Hot Key	Alt + L
Select None	Clicking the Select None command button causes all tri-state checkboxes in the Criteria for Authorization group box to be deselected.	
	Type	Command Button
	Hot Key	Alt + O
Food Waiver	This is a hyperlink to the Food Waiver Pop-up window. See the Food Waiver Pop-Up Window section in the Vendor Oversight DFDD for more information.	
	Type	Link
Selection Criteria for Authorization	The Selection Criteria for Authorization checklist displays the criteria used to decide if a vendor should become an authorized vendor. It is also used during the reauthorization process for a vendor.	
	Type	Checklist

Control	Description			
Min Quantity Stocking Requirement Met Checkbox	An indicator used to display whether or not a vendor meets the minimum quantity stocking requirements.			
	Type	Tri-State Checkbox		
	Required	No		
	DB Column	SelectionCriteriaChecklist.ChecklistIn		
Min Quantity Stocking Requirement Met	A Selection Criteria for Authorization used to determine if a vendor should become authorized/reauthorized.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	SelectionCriteriaChecklist.ChecklistCd		
Full Service Grocery Store Checkbox	An indicator used to display whether or not a vendor is a full service grocery store.			
	Type	Tri-State Checkbox		
	Required	No		
	DB Column	SelectionCriteriaChecklist.ChecklistIn		
Full Service Grocery Store	A Selection Criteria for Authorization used to determine if a vendor should become authorized/reauthorized.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	SelectionCriteriaChecklist.ChecklistCd		
Currently Qualified for WIC Program Checkbox	An indicator used to display whether or not a vendor is competitively priced.			
	Type	Tri-State Checkbox		
	Required	No		
	DB Column	SelectionCriteriaChecklist.ChecklistIn		

Control	Description			
Currently Qualified for WIC Program	A Selection Criteria for Authorization used to determine if a vendor should become authorized/reauthorized.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	SelectionCriteriaChecklist.ChecklistCd		
Store Clean/Good Physical Condition Checkbox	An indicator used to display whether or not a store is in good physical condition.			
	Type	Tri-State Checkbox		
	Required	No		
	DB Column	SelectionCriteriaChecklist.ChecklistIn		
Store Clean/Good Physical Condition	A Selection Criteria for Authorization used to determine if a vendor should become authorized/reauthorized.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	SelectionCriteriaChecklist.ChecklistCd		
Shelf Prices Confirmed Checkbox	An indicator used to display whether or not a vendor's shelf prices are confirmed.			
	Type	Tri-State Checkbox		
	Required	No		
	DB Column	SelectionCriteriaChecklist.ChecklistIn		
Shelf Prices Confirmed	A Selection Criteria for Authorization used to determine if a vendor should become authorized/reauthorized.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	SelectionCriteriaChecklist.ChecklistCd		

Control	Description			
Maintains Regular Business Hours Checkbox	An indicator used to display whether or not a vendor maintains regular business hours.			
	Type	Tri-State Checkbox		
	Required	No		
	DB Column	SelectionCriteriaChecklist.ChecklistIn		
Maintains Regular Business Hours	A Selection Criteria for Authorization used to determine if a vendor should become authorized/reauthorized.			
	Type	Text Box		
	Required	NA		
	Length	NA		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	SelectionCriteriaChecklist.ChecklistCd		
Price Survey Date	The date the price survey was due to be returned that corresponds with the vendor being authorized.			
	Type	List Box		
	Required	No		
	Display Only	No	Calculated	No
	DB Column	VendorApplication.PriceSurveyDt		
	Code ID	VendorApplication table lookup		
Selection Criteria Exception Reason	A list box used to display a reason why an exception is given for a vendor to become authorized even if they did not meet the selection criteria; it is also used to select a reason why an exception is given for a vendor to be deemed ineligible even if they did meet all of the selection criteria.			
	Type	List Box		
	Required	No		
	DB Column	VendorApplication.SelectionExceptionCd		
	Code ID	SelectionException This code element is editable but these installed values are non-editable: Do not Authorize		

Control	Description			
Ineligible Reasons	A scrollable list of checkboxes used to indicate why a vendor was determined to be ineligible during the authorization process. It is also used during the reauthorization process for a vendor.			
	Type	Scrollable Checkbox List		
	Required	No		
	DB Column	VendorIneligibleReason.IneligibleReasonCd		
	Code ID	VendIneligibleReason		
Comment	A free form comment text box that allows the vendor coordinator to record any additional comments needed to complete the selection criteria.			
	Type	Multi Line Text Box		
	Required	No		
	Display Only	No	Calculated	No
	DB Column	VendorApplication.SelectionComment		
Ineligible Date	This date is the date that the vendor was determined to be ineligible as an authorized WIC vendor. The date defaults to current date.			
	Type	Date Picker		
	Required	No		
	Display Only	No	Calculated	No
	DB Column	VendorApplication.IneligibleDt		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the selection criteria record are displayed.			
	Type	Text Box		
	Required	No		
	Length	NA		
	Validation	Mask of 'firstname lastname mm/dd/yyyy'		
	Display Only	Yes	Calculated	No
	DB Column	VendorApplication.ModifyStfpID + VendorApplicatin.ModifyDt		

Business Rules

1. When an ineligible reason is given, the ineligible date is populated with the current date.
2. When the Exception Reason = "Do Not Authorize," the ineligible date is populated with the current date.

Business Rules

3. If any "Selection Criteria for Authorization" items are false, the Exception Reason list box is enabled.
4. When a vendor is being reauthorized, the values of the "Selection Criteria for Authorization" of the most recent record are copied and displayed for the record being added.
5. In order to determine whether the checkboxes in the "Selection Criteria for Authorization" list box indicated a true statement, a false statement or had not been "answered" yet, tri-state checkboxes are used. When the check is a solid dark color, the statement is true (has been selected by the user); when the checkbox is white with no check present, the statement is false (has been selected by the user); when the checkbox is grey with a check present, the statement has not yet been answered.

Developer Notes




1. Enable the "Select All Criteria" command button only on reauthorization activities. If the button is selected, mark all selection criteria as true.
2. If "Select All Criteria" is selected by the user, all indicators of the codes in the "Selection Criteria for Authorization" list box are set to true (dark and solid).
3. If "Select None" is selected by the user, all indicators in the "Selection Criteria for Authorization" list box are set to not answered (grey and solid).

1.3 Limiting Criteria

The Limiting Criteria screen is used to enter, edit, or view information about the vendor that may be used to limit the number of vendors approved. This limiting takes into account specific criteria as determined by the state. The Vendor/Participant Ratio is also used to limit the number of vendors if the ratio of vendors to participants is becoming too high.

> *Application > Limiting Criteria*

<Vendor Header (See VM overview)>

Application Date 06/15/2007  < 1 of 99 >  New  Edit

Limiting Criteria

Limiting Criteria Text	Pass
Vendor/Participant Ratio meets limiting criteria	<input checked="" type="checkbox"/>
Pricing within acceptable range	<input checked="" type="checkbox"/>
Criteria Text Number Three	<input checked="" type="checkbox"/>

Links

[Vendor / Participant Ratio](#)

Limiting Criteria Exception Reason

Comments

Control	Description			
Application Date	This is the record selector for the Application records. It contains the recorded date. The drop-down and spin control allow selection of historical Application records.			
	Type	Record Selector (using Date Picker) Editable		
	Contents	Formatted dates of "mm/dd/yyyy"		
	DB Column	VendorApplication.RecordedDt		
New	Clicking the New command button causes the application process for a vendor to begin.			
	Type	Command Button		
	Hot Key	Alt + N		
Edit	Clicking the Edit button causes fields on the screen to be enabled for update.			
	Type	Command Button		
	Hot Key	Alt + T		
Vendor/Participant Ratio	This is a hyperlink to the Vendor/Participant Ratio Pop-up window. See the Vendor/Participant Ratio Pop-Up Window section for more information.			
	Type	Link		
Limiting Criteria	The Criteria Data grid is composed of state-specific criteria used to limit the number of vendors that are approved as authorized WIC vendors.			
	Type	Data Grid		
Limiting Criteria Text	The criteria used to limit the number of vendors that are approved as authorized WIC vendors.			
	Type	Text		
	Display Only	Yes	Calculated	No
	DB Column	LimitingCriteriaChecklist.ChecklistCd		
Pass	The Pass tri-state checkbox list is used to denote whether or not the vendor passed or failed the criteria as well as indicating that it has not been answered. The Criteria text contains the specific items used by the state to limit the authorized WIC vendors. This data is read from a database table and is customized by each state. The checkboxes default to not answered.			
	Type	Tri-state checkbox		
	Display Only	No	Calculated	No
	DB Column	LimitingCriteriaChecklist.ChecklistIn		

Control	Description			
Limiting Criteria Exception Reason	A list box used to display a reason why an exception is given for a vendor to become authorized even if they did not meet the limiting criteria.			
	Type	List Box		
	Required	No		
	DB Column	VendorApplication.LimitingExceptionCd		
	Code ID	Limiting Exception This code element is editable but these installed values are non-editable: Do not Authorize		
Comments	A free form comment text box that allows the vendor coordinator to record any additional comments needed to complete the selection criteria.			
	Type	Multi Line Text Box		
	Required	No		
	Display Only	No	Calculated	No
	DB Column	VendorApplication.LimitingComment		

Business Rules

1. In order to determine whether the checkboxes in the "Limiting Criteria" list box indicated a true statement, a false statement or had not been "answered" yet, tri-state checkboxes are used. When the check is a solid dark color, the statement is true (has been selected by the user); when the checkbox is white with no check present, the statement is false (has been selected by the user); when the checkbox is grey with a check present, the statement has not yet been answered.
2. When a vendor is being reauthorized, the values of the "Limiting Criteria" of the most recent record are copied and displayed for the record being added.

Developer Notes

1. If at least one of the criteria is marked as "Fail" (white), the Exception Reason list box is enabled; otherwise, it remains disabled.

1.3.1 Vendor/Participant Ratio Pop-Up Window

The Vendor/Participant Ratio pop-up window is used to limit the number of vendors if the ratio of vendors to participants is becoming too high.

Zip Codes	Total Vendors	I	%	C	%	P	%	BF	%	NBF	%	Total Participants	Vendor: Participants

Calculate

Clear

Close

Control	Description			
Zip Code (Row 1)	The first Zip Code to be used to calculate the Vendor/Participant Ratio.			
	Type	Text Box		
	Required	Yes		
	Length	5		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	VendorAddress.ZipCode		
Zip Code (Rows 2 - 5)	The next four Zip Codes to be used to calculate the Vendor/Participant Ratio.			
	Type	Text Box		
	Required	No		
	Length	5		
	Validation	Numeric and Complete		
	Display Only	No	Calculated	No
	DB Column	VendorAddress.ZipPlus4		
Total Vendors	The total number of active vendors within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	3		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	NA		
I	The total number of participants that are infants living within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	5		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	NA		

Control	Description			
% (I)	The percentage of the total participants that are infants living within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	3		
	Validation	NA		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		
C	The total number of participants that are children living within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	5		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	NA		
% (C)	The percentage of the total participants that are children living within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	3		
	Validation	NA		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		
P	The total number of participants that are pregnant living within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	5		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	NA		

Control	Description			
% (P)	The percentage of the total participants that are pregnant and live within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	3		
	Validation	NA		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		
BF	The total number of participants that are breastfeeding living within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	5		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	NA		
% (BF)	The percentage of the total participants that are breastfeeding living within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	3		
	Validation	NA		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		
NBF	The total number of participants that are not breastfeeding living within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	5		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	NA		

Control	Description			
% (NBF)	The percentage of the total participants that are not breastfeeding living within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	3		
	Validation	NA		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		
Total Participants	The total number of participants that are living within the entered Zip Code.			
	Type	Text Box		
	Required	NA		
	Length	6		
	Validation	NA		
	Display Only	Yes	Calculated	No
	DB Column	NA		
Vendor : Participants	The ratio of vendors to participants.			
	Type	Text Box		
	Required	NA		
	Length	3		
	Validation	Numeric, Mask of 99 : 999		
	Display Only	Yes	Calculated	Yes
	DB Column	NA		
Calculate	Clicking the Calculate command button performs the calculations necessary to display the individual totals and percentages.			
	Type	Command Button		
	Hot Key	Alt + U		
Clear	Clicking the Clear command button clears all values.			
	Type	Command Button		
	Hot Key	Alt + L		
Close	Clicking the Close command button closes the pop-up window.			
	Type	Command Button		
	Hot Key	Alt + C		

Business Rules

1. Only active vendors are used in the calculation for Total Vendors.
2. Participants are defined as those participants that have an Active WIC status with a home address within the Zip Code entered.

Developer Notes




1. % (I) is the number of infants divided by the total number of participants living in the Zip Code entered.
2. % (C) is the number of children divided by the total number of participants living in the Zip Code entered.
3. % (P) is the number of pregnant participants divided by the total number of participants living in the Zip Code entered.
4. % (BF) is the number of breastfeeding participants divided by the total number of participants living in the Zip Code entered.
5. % (NBF) is the number of non-breastfeeding participants divided by the total number of participants living in the Zip Code entered.
6. Vendor : Participants is the ratio between vendors and participants (1 : 500 for example).
7. Due to the processing time required for the calculations, "Processing Data" should be displayed when the Calculate command button is selected.

1.4 Milestones

The Milestones screen is used to enter, edit, or view information about the milestone activities and dates that the vendor coordinator tracks in the process of authorizing a vendor. The milestones are customizable by state. The vendor coordinator sets the appropriate date for the milestone to be completed and then updates the milestone to include the actual completion date. Additionally, an alert me indicator is available to allow the milestone to be included on the Alerts panel to aid the vendor coordinator in managing vendor authorizations.

> *Application > Milestones*

<Vendor Header (See VM overview)>

Application Date 06/15/2007  < 1 of 99 >  New  Edit

Milestone				
	Name	Scheduled Completion Date	Actual Completion Date	Alert Me
>	Price Survey Returned	07/12/2007		<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Control	Description			
Application Date	This is the record selector for the Application records. It contains the recorded date. The drop-down and spin control allow selection of historical Application records.			
	Type	Record Selector (using Date Picker) Editable		
	Contents	Formatted dates of "mm/dd/yyyy"		
	DB Column	VendorApplication.RecordedDt		
Milestone	The Milestone grid is a collection of activities with corresponding dates that the state specifies that a vendor must perform to become authorized as a WIC vendor.			
	Type	Data Grid		
	Display	Yes		
Name	List box that contains all available milestones. This data comes from a support table and is customized by the state.			
	Type	List Box		
	Required	Yes		
	DB Column	ApplicationMilestone.MilestoneCd		
	Code ID	Authorization Milestone		
Scheduled Completion Date	This date is the scheduled completion date for the milestone.			
	Type	Date Picker		
	Required	No		
	Display Only	No	Calculated	No
	DB Column	ApplicationMilestone.DueDt		
Actual Completion Date	This date is the actual completion date for the milestone.			
	Type	Date Picker		
	Required	No		
	Display Only	No	Calculated	No
	DB Column	ApplicationMilestone.ActualDt		
Alert Me	The alert me indicator is used to mark the milestone for inclusion on the alert panel. When checked, the milestone event is displayed in the Information Panel under the Alert Information Tab until the milestone has an Actual Completion Date or the Alert Me checkbox is unchecked.			
	Type	Check Box		
	Display Only	No	Calculated	No
	DB Column	ApplicationMilestone.TicklerIn		

Control	Description		
<Last Modified By User and Date>	In the lower right-hand corner, the user and the date of the last update of the record are displayed.		
	Type	Text Box	
	Required	No	
	Length	NA	
	Validation	Mask of 'firstname lastname mm/dd/yyyy'	
	Display Only	Yes	Calculated No
	DB Column	Most recent of ApplicationMilestone.ModifyStfpID + ApplicationMilestone.ModifyDt	

Business Rules

1. The Alert Me indicator remains on until the Alert Me is deselected or the Actual Completion Date is entered.

Developer Notes

1. When the Actual Completed Date is entered, set the ApplicationMilestone.TicklerIn to false.
2. When a vendor is being reauthorized, a new Milestones record is added. The Milestones grid is populated with active milestones and the Scheduled and Actual Completion Dates are blank.